



**Downtown Oakville BIA  
Board of Management Meeting on Wednesday, March 22, 2017 @ 6:30 pm BIA Office**

<b>Board Members:</b> Nick Bourikas, May Natour, Mayor Burton, Kevin Yates, Tim Danter, Julia Hanna <b>Town Staff:</b> Dorothy St. George <b>Regrets:</b> Anna Cammarata <b>Guests:</b> Nick Hutchins <b>BIA Staff/Minutes by:</b> Susan Johnston		
Item #	Item Description	Presenting
1.	Chair's Welcome	Nick B
2.	Meeting was called to order at 6:40 pm.	Nick B
3.	Declaration of Quorum: Yes	Nick B
4.	Declared Conflicts of Interest: None	Nick B
5.	Approval of Agenda for March 22, 2017. <b>MOTION:</b> To approve meeting agenda <b>Moved by:</b> Tim Danter <b>Seconded by:</b> Kevin Yates <b>CARRIED</b>	Nick B
6.	Acceptance of Past Board of Management Minutes for February 15, 2016. <b>MOTION:</b> To approve meeting minutes <b>Moved by:</b> Tim Danter <b>Seconded by:</b> Kevin Yates <b>CARRIED</b>	Nick B
7.	<b>Chair's Report</b> <u>Post AGM discussion</u> 50+ attendees. 24 voting members. Additional member staff and Town also attended. Meeting duration - 60 min. No questions of Board during the meeting. Many attendees stayed after the official meeting to discuss/mingle with other members/BIA/Town. Feedback from members post meeting – information from BIA and Town was clear and concise. Overall there is underlying concern about the upcoming Streetscape work. Town did a good job of communicating plan: Feb – Nov work in each year, 3 blocks per year/1 block at a time. Will maintain pedestrian access at all times. Need to ensure all members are aware that it's not 2 full years of Navy to Allan construction.	Nick B
8.	<b>ED Update</b> ED Update Pre-read (Financials, Beautification, Marketing, Events). Comments/questions: <u>Staff personal days</u> – ED to create policy on paid staff days off (to incl. sick days). ED to consult with other BIAs. Report back with recommendation in April.	Susan  Kevin
9.	<b>Town Council Update</b> Update provided at BIA AGM – materials available on BIA website.	Dorothy



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10.	<p><b>New / Other Business</b></p> <p>Discussion on what the BIA can do for downtown vacancies and businesses leading up to and through Streetscape project. For the majority, the BIA is accountable for 3 pillars – marketing, events and beautification. Outcome of discussion was that BIA needs to develop a member communication plan during the upcoming acute 2 year crisis. Need to determine internal branding, content, delivery channels (meetings, walk abouts, electronic).</p> <p>Still likely to see challenges in leasing space and members leaving due to construction fear.</p> <p>BIA/Town mitigating through expanded BIA area/increased budget, waterfront eateries planned 17/18 and patio pilot discounts extended.</p> <p>Town is committed to a vibrant downtown core – investing \$33 million in Streetscape project.</p>	All
11.	<p><b>Date and Time of Next Meeting</b></p> <p>Wednesday April 19 at 6:30pm, BIA office</p>	Susan
12.	<p><b>Adjournment</b></p> <p><b>MOTION:</b> To adjourn at 8:05 pm</p> <p><b>Moved by:</b> Mayor Burton</p> <p><b>Seconded by:</b> Kevin Yates</p> <p><b>CARRIED</b></p>	Nick B